

**TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **BOSSIER CITY** on **JULY 29, 2014**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	24.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, rescue, forcible entry, ventilation, salvage and overhaul, fire attack, hazardous materials, and safety.	24.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of pump operations; hydraulics; nozzle and hose handling; fire streams; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	17.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, fire extinguishers, and ladders.	17.0%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	10.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving research, and planning operations of the training division; participating in developing a personnel recruitment and selection program; and records and reports.	8.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.
 Pumping Apparatus Driver/Operator, 2nd ed., 2006.
 Fireground Support Operations, 1st ed., 2002.
 Respiratory Protection for Fire and Emergency Services, 1st ed., 2002
 Fire Service First Responder, 1st ed., 2000.
 Fire Hose Practices, 8th ed., 2004.
 Hazardous Materials: Managing the Incident, 3rd ed., 2005
 Fire and Emergency Services Instructor, 7th ed., 2006.

OTHER RECOMMENDED PUBLICATIONS:

FIRE COMMAND, Brunacini, Alan V. NFPA, 1 Batterymarch Park, P.O. Box 9101, Quincy, Massachusetts 02269-9101, 02nd ed., 2002

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.